

**Office of Administration
Environmental Management System (EMS) Policy
for Managing Department of Energy HQ Facilities**

1. Purpose and Scope.

This policy statement sets forth the commitments and basic structure of the Department of Energy (DOE) Headquarters Facility Environmental Management System (EMS). The scope of this EMS includes facility operations and support activities for the DOE Forrestal facility in Washington, DC and the Germantown facility in Germantown, Maryland.

2. Commitments.

The DOE Headquarters Facilities are committed to:

- Minimizing and preventing pollution from entering the environment.
- Achieving and maintaining compliance with all applicable environmental laws, regulations, and administrative policies.
- Continually improving the EMS by conducting annual system reviews and implementing modifications based on those reviews.

3. Basic Framework.

The DOEHQ EMS will use Functional Programs as the primary approach to identify and achieve its objectives and targets as well as managing day-to-day environmental activities. The DOEHQ EMS has five distinct Functional Programs which are organizationally aligned with specific functions associated with maintaining the Headquarters facilities and providing support services to its occupants. These programs include:

- Energy
- Operations and Maintenance
- Procurement
- Transportation
- Electronics

The main focus of each of these Functional Programs will be to develop long-term objectives for minimizing environmental impacts and short-term targets that lead to achieving those objectives.

4. Documentation, Implementation, and Maintenance.

The Office of Administration (MA-40) will develop a more detailed EMS framework to serve as the main guide to the DOEHQ EMS. This Framework will:

- Identify all additional documentation required to manage the EMS.
- Specify roles and responsibilities for implementing the EMS.
- Identify the review and improvement mechanisms necessary to ensure the EMS is viable and effective.

5. Communication and Availability.

The Office of Administration will make this policy available to facility employees and to the public via the DOE Office of Management website. It will also communicate this policy to DOEHQ employees via annual Administrative Officer and Resource Manager meetings.

6. Point of Contact.

For any questions regarding this policy, please contact the DOEHQ EMS program manager, Mr. Eric Haukdal, at eric.haukdal@hq.doe.gov or (202) 586-3777.



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Date